

15 September 1978

MEMORANDUM FOR THE RECORD

SUBJECT: Notes on 13 September 1978 meeting with DDCI to  
discuss personnel topics (GANT chart)

ATTENDANCE: DDCI, DDA, D/Pers [REDACTED]

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Mr. Carlucci opened the discussion with a review of the tasks on the chart, stating that he would want a memo prepared by OP regarding non-completed tasks for the DCI's information. Review comments were as follows:

A. Item 1 -- Establish minimum promotion targets. All elements of this task completed - drop from the report.

B. Item 2 -- Implementation of 3% sel-out policy. All elements completed - drop from the report.

C. Item 3 -- Cross-Directorate rotations. Draft memo for DDCI signature to DD's advising them to identify candidates by 22 September 1978 - as regards "D. Matching of Candidates" - change due date to 15 October 1978.

D. Item 4 -- PDP. Completed - drop from the list (no need to refer to this task in memo to DCI). The DDCI referred to his recent request (apparently on 12 September) of the DD's to give him the PDP name listings of GS-15, 16, and 17's for consideration for "Senior Assignments" by 15 September...stating that OP is not involved in this requirement.

E. Item 5 -- Performance Evaluation Study.

1. DDCI wants to discuss this at the EAG meeting next Tuesday (19 September).

2. He stated that he had seen the DD responses enroute to OP and sensed that they were a mixed bag of agreements and disagreements with the Task Force proposals (I agree).

3. The DDCI stated that he was strongly inclined toward the DDO's recommendation that we adopt State's system since it required citing specific objections that would be evaluated, etc., and appears to him to be the best approach.

4. The State approach incorporates the LOI concept as an integral part of the Evaluation form itself. This would eliminate the problems we now have with hassling over the current LOI as a separate exercise. If all supervisors used the LOI and FR properly there would be no problem but this is not the case.

5. OP is to work up a memo for DDCI which indicates that he has revised the input from the DD's and the Task Force recommendations and he has decided on going the conceptual and general content approach used by the State system. This memo should be addressed to conceptual inclusions of State's system with modifications OP may select from the input from the DD's or OP's input. No need to draft a mock-up of a form.

6. The DDCI plans to give this memo to the DD's at the 19 September EAG meeting and will instruct them to provide DDCI with comments by 27 September.

7. Implementation date of the new system is January 1979 or beginning of next cycle (?).

8. OTR should be tasked to set up the necessary training workshops.

F. Item 6 -- Implementation of Uniform Promotion System. All elements completed - OP needs to confirm status of HN with RCB.

G. Item 7 -- Alien marriage policy review.

1. DDCI stated that he was concerned over the negative impact on lower graded people as regards criteria relating to "non-security" consideration for retention. He is moved to use security considerations as only basis for such cases.

2. D/Pers advised DDCI that he will provide him with a "paper" ASAP.

H. Item 8 -- Certificates of promotion.

1. D/Pers advised DDCI that recent SG promotees were given certificates.

2. DDCI asked if non-SG certificates were available in stock for issuance. OP to confirm availability to DDCI.

I. Item 9 -- Review of procedures for allocating SG allowances. Completed - drop from report. (DDCI made reference to earlier discussion today re: NFAC proposals for Int. Spec. Corps and Dr. Bowie's request for additional SG allowances -- DDCI stated that he was inclined to propose that DCI give 3 additional SG allowances to NFAC for the new Review Staff.

J. Item 10 -- Preparation of brochure on personnel policies. Draft being edited and plans for printing being prepared.

K. Item 11 -- Liaison with OLC on Civil Service reform. No comments.

L. Item 12 -- Comments on NFAC/MAG proposals for all NFAC Intelligence Specialist Corps.

1. DDCI stated that our meeting earlier today with NFAC and NFAC/MAG representatives has addressed this issue.

2. [ ] is to draft a paper with OP and NFAC/MAG input which addresses the concept that there is no issue with the principle of recognizing the need for specialist tracks; NFAC will define their requirements, work up position descriptions and OP/PMCD will review and classify.

M. Item 13 -- Report for DDCI on use of flexi-time in CIA. Completed - drop from report.

N. Item 14 -- Comments to DDCI on vacancy notice policy.

1. DDCI stated that he was disposed to require that all vacancies (except possibly at SG level) be advertised.

2. D/Pers advised DDCI that OP will submit a paper and used the draft of this paper to present reasons why advertising all vacancies is inconsistent with PDP and the current Agency system.

3. DDCI stated that if that's the case perhaps PDP and the system should be changed if they preclude people outside a component or career service from being fairly considered for jobs.

4. DDA strongly stressed the total inconsistency of opening up all jobs to anyone when the career service concept required the systematic development of employees for progression, etc.

5. DDCI agreed to withhold judgment until he had seen the OP paper.

O. Item 15 -- Review and comments on IG proposals for revision of Agency grievance procedures. Completed OP input - DDCI confirmed that the IG's grievance proposals and channels of dissent paper will be discussed at the 19 September EAG.

P. Item 16 -- Review and comment on OMB proposed guidelines for matching programs. DDCI stated that he had concurred in the recommendation that the Agency "pass" on commenting on the OMB guidelines. He added, however, that he was not persuaded that the Agency could not participate in the program but would not press the issue.

Q. Item 17 -- DCI request to DDA for comments on list of suggestions from Congressional Women's Caucus. Comments were submitted.

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End of chart discussion.

Other discussions.

A. The DDCI stated that the DCI wants OP to address the "Make-up of Panels" and the precepts and criteria used by career services relative to promotions and ranking and provide the DDCI with a paper by 27 September 1978.

B. The thrust of the DCI's interest in his belief that we need to establish more standardized groundrules as regards the composition of who sits on the career service and sub-group panels and the precepts under which Panels operate. The study/paper that OP prepares should include a critical appraisal of such things as:

1. Should the panels be staffed by supervisory level personnel or should they be others?
2. Who should select panel members - the Heads of the Service or Sub-group or someone else?
3. Should new employees be ranked competitively during the first year?
4. Should all career services use uniform time-in-grade guidelines for grade groups?



DD/Pers/P&C

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